



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

64-10, Part 4
Barrett
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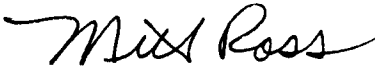
15 MAR 1999

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Contractor Performance Assessment Reporting System (CPARS); Contract Closeout Performance Evaluations

1. Consistent with SAF/AQ's recent initiatives on open communication with industry, CPARS can be used by program managers to provide continuous feedback to contractors. We believe linking contract closeout to past performance reports can be a powerful tool to improve the timeliness of the contract closeout process. The timely closeout of completed contracts is an ongoing issue that can only be resolved by focusing the entire acquisition team on the problem. Timely contract closeout is important because it optimizes our use of scarce funding and allows us to concentrate on current and future requirements.
2. Air Force Materiel Command Instruction (AFMCI) 64-107 states a Contractor Performance Assessment Reporting System (CPARS) addendum may be used after contract completion to record contractor performance relative to contract closeout or other requirements. Both CPARS Form 38-1 and CPARS Form 162A-1 contain this addendum feature. Also, you may want to consider evaluating closeout performance as part of the management evaluation areas (for example, "management responsiveness" under block 16 d (1) of AFMC Form 38-1). The success of this initiative depends upon your leadership. Please work with your Single Managers and CPARS focal points to maximize the use of CPARS addenda to report on contractor closeout performance. In addition, please ensure your CPARS focal points incorporate the use of CPARS addenda into their standard training packages.
3. If you have any questions, please call Mr. Roger Hanson, HQ AFMC/PKPA, DSN 787-6057.


MILTON C. ROSS, SES
Acting Director of Contracting

99-6-A